

CITY OF MILPITAS
Effective: February 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

ACCOUNTING SERVICES MANAGER

DEFINITIONS

Plans, organizes, and directs the activities of the Accounting Services Division in the Department of Financial Services. Supervises and performs accounting operations; develops, implements and revises accounting systems, procedures, and internal controls; oversees preparation of management and financial reports; coordinates external audit and preparation of comprehensive Annual Financial Report.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Accounting Services Division of the Department of Financial Services. The incumbent in this position exercises independent judgment and discretion. It is distinguished from the Financial Services Director in that the latter has overall responsibility for all divisions/sections in the Department of Financial Services including Accounting Services, Purchasing, Fiscal Services, and Administration.

SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Director of Financial Services or the Assistant Director of Financial Services as assigned. Supervises clerical and professional employees of the Accounting Services Division. Provides training to assigned staff as required.

EXAMPLES OF DUTIES

Plans, organizes, directs, supervises, and evaluates staff, service level, and performance of the Accounting Services Division in support of the general accounting, payroll, and accounts payable functions.

Plans, organizes, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks.

Administers the City's accounting system.

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Accounting Services Manager (Continued)

EXAMPLES OF DUTIES

Integrates financial and statistical information into a comprehensive financial recording and reporting system.

Provides training to assigned staff as required.

Assists in the development and implementation of the Departments goals, objectives, policies, procedures, and work standards.

Sets policies and procedures for the work of professional, technical, and clerical staff engaged in the processing and recording of all financial transactions. Advises personnel City-wide and within the Department regarding general accepted accounting principles.

Assists in the management, issuance, and maintenance of bonds and other long-term indebtedness.

Assists in the development and implementation of financial and internal control policies, procedures, and system practiced within the Financial Services Department and other departments throughout the City. Conducts training for staff within the Department and within other departments throughout the City as required to effectively administer all financial transactions.

Assists in the coordination of the information systems functions to ensure the proper design, testing, and implementation of enhancements and corrections to the City's financial application software.

Establishes, develops, and maintains practices, procedures, and policies for budgetary compliance and control in accordance with the Government Code and City policies and procedures.

Prepares analytical, accounting, and management reports as required. Manages the external audit by coordinating the preparation of schedules, information, and general access to records.

Interacts with internal and external audit staff in reviews of accounting systems and controls and oversees implementation of recommended changes of such systems or control procedures.

Directs the preparation of interim and annual financial reports in accordance with generally accepted accounting principles and the standards of the G.F.O.A.'s Certificate of Achievement for Excellence in Financial Reporting Program.

Performs related duties as assigned.

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Accounting Services Manager (Continued)

QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles as related to municipalities.

Modern office practices, procedures, and equipment, including computer-based accounting systems including basic data processing and systems operation, current software applications, and automated accounting methods.

Principles and practices of budget monitoring.

Laws, rules, regulations, and ordinances relating to local, state, and federal public finance, and administration.

Principles and practices of management, supervision, training, and performance evaluation.

Ability to:

Apply the policies and philosophy of the City to the Department of Financial Services.

Interpret and administer City ordinances.

Conceptualize, interpret, prepare, present, and explain City, Department, and Division proposals, policies, procedures, and reports in a clear and concise manner to coworkers, the Director, and other City management staff.

Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.

Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others including checking, preparing and reviewing detailed and complex financial and accounting reports. Lead and motivate assigned staff as well as others contacted during the course of work.

Establish and maintain financial and accounting systems.

Use and manage automated information systems, including the personal computer applications such as word processing and spreadsheets.

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Accounting Services Manager (Continued)

Ability to:

Develop administrative procedures and operations and evaluate their efficiency and effectiveness.

Analyze complex accounting and financial data, draw logical conclusions, and make sound recommendations.

Independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial problems.

Develop, prepare and review reports, schedules, and supporting documents that reflect detailed and complex financial and accounting transactions and activities.

Communicate clearly and concisely, both orally and in writing.

Develop and recommend policies and procedures related to assigned operations.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelors Degree in Business with major course work in accounting and finance. An advanced degree, such as an MBA with emphasis in finance or accounting, or a CPA certificate is desirable. Such advanced degree or CPA certificate may be substituted for two years of the required experience.

Experience:

Five years of increasingly responsible experience in governmental accounting and financial reporting including at least two years of supervisory experience. Public accounting experience in the audits of local governments may be substituted for up to two years of governmental accounting and financial reporting experience.

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Accounting Services Manager (Continued)

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver' s License and satisfactory driving record is required.

Approved by:

City Manager